MINUTES OF THE PUBLICATION COMMITTEE

JANUARY 4, 1916

Present: Mrs. Thompson, Mrs. Sackett, Mrs. Webb.

After prayer the minutes of the meeting of December 7, 1915 were read and approved.

Mrs. Webb asked to act as secretary pro tem.

Miss Rue was asked to sit with committee in discussion of estimates for printing "The Most Knowingest Child" and "From Wigwam to Pulpit". Three estimates were submitted.

After discussion, on motion, the Publishers Printing Company's estimate of $93.00 for 3000 of each was accepted. Carried.

Miss Rue reported that Mrs. Bennett had promised to revise "Hand Book for Presbyterial and Synodical Officers", but that the copy was not yet in hand; also that Miss Stephenson had not yet submitted the revision of "The Southern Mountain Lassie and the Lame Prince".

Motion - That Miss Long be asked to call Miss Stephenson's attention to the fact that we shall be glad to have the revision mentioned at an early opportunity. Carried.

Motion - That Mrs. Thompson be empowered to ask Miss Crowell to prepare a leaflet on the Extension Department using as far as may be useful Miss Reeve's suggestions in the report of her work. Carried.

Motion - That Miss Cockrell be notified that her musical manuscript will be placed on file and ordered if need arises. Carried.

Motion - That Miss M.B. Smith be notified that her manuscripts of June 16, 1915 and September 20, 1915 are not what can be used at this time and are hereby returned with thanks, and regret at the long delay in returning them, due to a new Publication Committee. Carried.

Motion - That Mrs. D.M. Clagett be notified that we cannot use

"Local Wheels and Where to Oil Them" as the ground is already covered by others of our publications. Carried.

Motion - That Mrs. Thompson be empowered to correspond with Mrs. J.W. Bean in regard to the play "In Red Man's Land". Carried.

Motion - That Miss Ora Gates be notified that her manuscript "When Sarah Ann Was Convinced" be returned with thanks as too long for our use and because we already have a large supply of Mormon literature, and with an expression of deep regret that it has been held so long, due to the change in the Publication Committee. We suggest that it could be worked up into an excellent magazine article or into two separate stories. Carried.

Motion - That "The Continent" be asked for permission to reprint as a leaflet an article in the issue of October 14, 1915, on Home Mission work in Vardy, Tennessee, with of course the statement that we publish it by courtesy of"The Continent". Carried.

Motion - That the article on "Six Little Indians" be filed away until we can secure others suitable for a collection. Carried.

Motion - That the manuscript "By an Indian Camp-Fire" be returned to Miss Petrie with deep regret for the long delay. Carried.

Motion - That Mrs. Thompson be asked to write Miss K.T. Baxter about a revision of her manuscript "The Story of the Books". Carried.

Motion - That the manuscript of "An Industrial Exercise" be returned to Mrs. Bergen with thanks and regret for the delay. Carried.

Motion - That Mrs. Thompson be empowered to correspond with Miss Stephenson in regard to the biography of Mrs. Pease. Carried.

Motion - That Miss Creelman be notified that we return with thanks her manuscript "Story of the Galax Leaf" and with deep regret that owing to changes in the Publication Committee the manuscript has been kept so long. Carried.

Motion - That at Miss Fish's request her manuscript on "The Contingent Fund" be returned to her. Carried.

Meeting adjourned.

Secretary pro tem

COPY

New York, January 4, 1916

Miss Edith Grier Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

The Publication Committee held its meeting this morning and took the following actions which are passed on for your consideration and further attention.

Motion - That Miss Long be asked to call Miss Stephenson's attention to the fact that we shall be glad to have the revision mentioned at an early opportunity. Carried.
(Note.- This refers to "The Southern Mountain Lassie and the Lame Prince.")

Motion - That Miss Cockrell be notified that her musical manuscript will be placed on file and ordered if need arises. Carried.

Motion - That Miss M.B. Smith be notified that her manuscripts of June 16, 1915 and September 20, 1915 are not what can be used at this time and are hereby returned with thanks and regret at the long delay in returning them, due to a new Publication Committee. Carried.

Motion - That Mrs. D.M. Clagett be notified that we cannot use "Local Wheels and Where to Oil Them" as the ground is already covered by others of our publications. Carried.

Motion - That Miss Ora Gates be notified that her manuscript "When Sarah Ann Was Convinced" be returned with thanks as too long for our use and because we already have a large supply of Mormon literature, and with an expression of deep regret that it has been held so long, due to the change in the Publication Committee. We suggest that it could be worked up into an excellent magazine article or into two separate stories. Carried.

Motion - That "The Continent" be asked for permission to reprint as a leaflet an article in the issue of October 14, 1915, on Home Mission work in Yardy, Tennessee, with of course the statement that we publish it by courtesy of "The Continent". Carried.

Motion - That the article on "Six Little Indians be filed away until we can secure others suitable for a collection. Carried.

Motion - That the manuscript "By an Indian Camp-Fire" be returned to Miss Petrie with deep regret for the long delay. Carried.

Motion - That the manuscript of "An Industrial Exercise" be returned to Mrs. Bergen with thanks and regret for the delay. Carried.

Motion - That Miss Creelman be notified that we return with thanks her manuscript "Story of the Galax Leaf" and with deep regret that owing to changes in the Publication Committee the manuscript has been kept so long. Carried.

Will you kindly see that the chairman of the Publication Committee receives carbon copy of your recommendations to the various parties affected by these actions?

Sincerely

(signed)(Mrs. Jas.A.Jr.) Nellie S. Webb

Secretary pro tem

# MINUTES OF THE PUBLICATION COMMITTEE

## FEBRUARY 1, 1916

Present: Mrs. Tillinghast, Mrs. Hayden, Mrs. Sackett, Miss Quinlan, Mrs. Thompson.

After prayer the minutes of the meeting of January 4, 1916 were read and approved.

Miss Quinlan moved that Miss Rue be empowered to place her order for the new home mission text book for 1916 as formerly with the Association Press, 124 E. 28th Street, New York, N.Y. Motion seconded by Mrs. Hayden. Carried.

(8116) Mrs. Thompson reported that Mrs. J.W. Bean of Hastings, Nebraska, agrees to reduce her play by half. The manuscript is now in Mrs. Bean's possession.

Motion made by Mrs. Hayden that the depository in California be credited with $55.65, being the amount of unsalable literature charged to their account. Motion seconded by Miss Quinlan. Carried.

Motion made by Mrs. Sackett that Miss Rue be requested to edit "Homeland Gleanings" for the coming year. Motion seconded by Mrs. Hayden. Unanimously carried.

Motion made by Miss Quinlan that the Literature Department loan a screen to the Freedmen's Board provided the latter be responsible for its safe return in good order with all expenses covered. Motion seconded by Mrs. Thompson. Carried.

Motion made by Miss Quinlan that the General Secretary be instructed to write to Dr. James F. Record, Pikeville College, Pikeville, Kentucky, in reply to his letter of November 30, 1915, that we think it inadvisable to publish at present such a book as he outlines, but to add that we would be glad if he would submit for our consideration a stirring,veracious narrative of about

4000 words. Mrs. Sackett seconded the motion. Carried.

(8154) It was the desire of the committee that the representative of the committee be instructed to get estimates for the printing of the manuscript submitted by Miss Florence Stephenson, the names to be changed from "A Grain of Mustard Seed" to "Anne Eliza Pease - A Childless Woman's Mother Love".

Meeting adjourned.

Secretary pro tem

New York, February 2, 1916.

Miss Edith Grier Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

At a meeting of the Publication Committee yesterday the following action was taken.

"Motion made by Miss Quinlan that the General Secretary be instructed to write to Dr. James F. Record, Pikeville College, Pikeville, Ky., in reply to his letter of November 30, 1915, that we think it inadvisable to publish at present such a book as he outlines, but to add that we would be glad if he would submit for our consideration a stirring, veracious narrative of about 4000 words. Mrs. Sackett seconded the motion. Carried."

Thanking you for your attention to this matter,

Sincerely

(signed) Mrs. Clarke Tillinghast

Secretary pro tem

# MINUTES OF THE PUBLICATION COMMITTEE

## FEBRUARY 7, 1916

Mrs. Tillinghast in the chair.

There were present: Mrs. Hayden, Mrs. Sackett, Miss Quinlan.

Upon request the President of the Board, Mrs. Bennett, the General Secretary, Miss Long, the Treasurer, Miss Fish, the Secretary for Educational Work, Mrs. Gildersleeve, and the Secretary for Young People's Work, Miss Petrie, met with the committee.

After prayer the minutes of the meeting of February 1, 1916 were read and approved.

Moved that the President and Administrative Officers of the Board be considered as members of the Committee on Literature and Publication for to-day and entitled to make motions and be allowed to vote. Motion seconded and carried.

Motion was made to request the General Secretary to write to Mrs. A.G. Hubach, 4331 Walnut Street, Kansas City, Missouri, in further reply to her letter of April 14, 1915, stating that the matter was considered in the conference in Chicago and that in the course of time the recommendation will be acted upon by the several boards. Motion seconded and carried.

It was moved that "HER OFFERING" be reprinted in an edition of 5000. Motion seconded and carried.

Moved that "A PAINTED PONY CANTERS SOFTLY" be not reprinted at the present time. Motion seconded and carried.

Motion made that the reprint permitted from "The Continent" of October 14, 1915, be entitled "How Vardy Yielded to the Gospel" and that it be handed our representative for estimates. Motion seconded and carried.

Motion made that the General Secretary be instructed to reply to Miss Mazie Crawford of Lapwai, Idaho, (whose letter was quoted to the chairman of the committee under date of January 17, 1916) that the Woman's Board

of Home Missions is not anticipating publishing a biography of her aunt at this present writing. Motion seconded and carried.

Motion that Miss Julia Fraser, so familiar with the Lapwai work, be asked to give us the cost of her preparing a brief leaflet in memory of Miss McBeth, and that it shall include the tribute presented by the Rev. Mark Arthur, the Indian pastor, who conducted the funeral services. Motion seconded and carried.

I - ANNUAL REPORTS

The President of the Board, Mrs. Bennett, moved that there be printed 5000 copies of the Annual Report of the Woman's Board; that there be also issued, by the utilization of the same set-up of type, field leaflets taken from the report of the Superintendent of Schools as indicated by the Committee on Literature and Publication; that the report of Young People's Work be printed as a separate leaflet from the set-up for Annual Report. Motion seconded by Mrs. Gildersleeve. Carried.

II - ANNUAL PUBLICATIONS

(a) MONTHLY TOPICS

Moved that this matter be referred to the General Secretary with the understanding that the main list be ready for use April 1, 1916, and that the details be added as soon thereafter as possible. Motion seconded and carried.

(b) PRAYER CALENDAR

Motion: Secretary for Educational Work, Mrs. Gildersleeve, moved that Mrs. Hayden in association with Miss Florence E. Quinlan, be responsible in consultation with the General Secretary for the preparation of the Prayer Calendar of the Woman's Board of Home Missions for 1917, to be ready for the printer September 15, 1916. The President of the Board, Mrs. Bennett, seconded the motion. Motion carried.

(c) PRAISE MEETING PROGRAM

Mrs. Sackett moved that Mrs. Wm. E. Geil of Philadelphia, a member of the Woman's Board, be requested to prepare the Praise Meeting Program, so that it will be ready for distribution August 1, 1916. Motion seconded and carried.

(d) SUMMER OFFERING

Moved that the Summer Offering leaflets be put in charge of the General Secretary with the understanding that they are ready for delivery by March 1, 1916. Motion seconded and carried.

(Note.- By vote of the Woman's Board the subject of medical missions is to be the regular summer offering topic.)

III - LITERATURE ON MONTHLY TOPICS

(a) IMMIGRATION LITERATURE

Mrs. Bennett reported that since the Woman's Board of Home Missions does no active work among Immigrants, she does not consider it wise to prepare any literature whatever on this subject.

(b) CUBA AND PORTO RICO

It was voted that Miss Quinlan be appointed to look up all the material now on hand covering the fields of Cuba and Porto Rico. That is, exactly the number of leaflets printed and the number still on hand. The Committee will then be able to decide what is needed on these topics.

(c) YOUNG PEOPLE'S WORK

Miss Petrie reported certain leaflets prepared for young people's topics, including the material for Westminster Guilds and Bands; also blanks prepared for pledges. All of this material was ready for the month of August which is the Young People's topic.

IV - EXTENSION DEPARTMENT

It was decided that the matter of literature in regard to the Extension Department be held up until a final report on this subject is received from the Chicago Conference.

MAPS

Moved and carried that the map of North America, now in stock in the Literature Department, be sent to all of our mission schools and offered to Freedmen schools as investigation may prove they can make use of them.

HINTS AND HELPS

Mrs. Bennett reported her investigation of the booklet entitled "Hints and Helps" She found on hand three different kinds of this booklet, two practically the same. One of the editions was so out of date because of mistakes she ordered it suppressed immediately. One booklet has been reprinted in later edition with the Woman's Board of Foreign Missions,and appears to be correct to date. Nothing further can be done about this publication until the results of the Chicago Conference are known.

V - HISTORICAL SKETCH OF THE WOMAN'S BOARD OF HOME MISSIONS

It was moved and carried that Mrs. Pingry be asked to revise the Historical Sketch of the Woman's Board bringing it up to date.

VI - BIOGRAPHIES

Moved and carried that Mrs. Gildersleeve prepare a short inspirational biography on Mrs. A.R. MacFarland, the same to be ready by April 1,1916. It was further moved that the office be given power to secure all the data possible regarding Miss Alice Hyson and Miss Matilda Allison, and that the material secured be handed to some one who shall be chosen to prepare the same for leaflets. Carried.

VII - STEREOPTICON LECTURES

Moved and carried that the Chairman of the Publication Committee be appointed to take up with Mr. Allaben the matter of preparing a stereopticon lecture from the pictures taken on his recent trip to the fields.

VIII - NEW LEAFLETS

(a)(b) NEW LEAFLETS ON FIELDS

It was moved and carried that Mrs. Wiber be requested to write up material for the leaflet on the work in New Mexico and Miss Upham be requested to do the same for Utah, after these ladies visit the fields in question.

(c) DR. JOHN H. MILLS

Further voted that Dr. John H. Mills, "The Ontario", Washington, D.C., be requested to write some leaflets on the mission fields he has lately visited, using for instance, "A trip through some of the stations of the Woman's Board by an Outsider". Carried.

NORTHFIELD CONFERENCE

Moved and carried that the offer of Miss M.V. Colmery, Columbus, Ohio, to go to the Northfield Conference and take charge of the Presbyterian literature at her own expense, be accepted with thanks.

Meeting adjourned.

Secretary pro tem

COPY

New York, February 8, 1916.

Miss Edith Grier Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

The Publication Committee held its meeting yesterday and took the following actions which are passed on for your consideration and further attention.

MAPS
Moved and carried that the map of North America, now in stock in the Literature Department, be sent to all of our mission schools and offered to Freedmen schools as investigation may prove they can make use of them.

HISTORICAL SKETCH OF THE WOMAN'S BOARD OF HOME MISSIONS
It was moved and carried that Mrs. Pingry be asked to revise the Historical Sketch of the Woman's Board bringing it up to date.

BIOGRAPHIES
Moved and carried that Mrs. Gildersleeve prepare a short inspirational biography of Mrs. A.H. McFarland, the same to be ready by April 1, 1916. It was further moved that the office be given power to secure all the data possible regarding Miss Alice Ryson and Miss Matilda Allison, and that the material secured be handed to some one who shall be chosen to prepare the same for leaflets. Carried.

NEW LEAFLETS ON FIELDS
It was moved and carried and Mrs. Wiber be requested to write up material for the leaflet on the work in New Mexico and Miss Upham be requested to do the same for Utah, after these ladies visit the fields in question.

DR. JOHN H. MILLS
Further voted that Dr. John H. Mills, "The Ontario", Washington, D.C., be requested to write some leaflets on the mission fields he has lately visited, using for instance, "A trip through some of the stations of the Woman's Board by an Outsider". Carried.

Will you kindly see that the chairman of the Publication Committee receives carbon copy of your recommendations to the various parties affected by these actions?

Sincerely,

(signed) Mrs. Clarke Tillinghast

Secretary pro tem

COPY

New York, February 7, 1916.

Miss Edith Grier Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

The Publication Committee held its meeting this morning and took the following actions which are passed on for your consideration and further attention.

Motion was made to request the General Secretary to write Mrs. A.C. Rubach, 4351 Walnut Street, Kansas City, Missouri, in further reply to her letter of April 14, 1915, stating that the matter was considered in the conference in Chicago and that in the course of time the recommendation will be acted upon by the several boards. Motion seconded and carried.

Motion made that the General Secretary be instructed to reply to Miss Maxie Crawford of Lapwai, Idaho, (whose letter was quoted to the chairman of the committee under date of January 17, 1916) that the Woman's Board of Home Missions is not anticipating publishing a biography of her aunt at this present writing. Motion seconded and carried.

Motion that Miss Julia Fraser, so familiar with the Lapwai work, be asked to give us the cost of her preparing a brief leaflet in memory of Miss McBeth, and that it shall include the tribute presented by the Rev. Mark Arthur, the Indian pastor, who conducted the funeral services. Motion seconded and carried.

ANNUAL REPORTS

The President of the Board, Mrs. Bennett, moved that there be printed 5000 copies of the Annual Report of the Woman's Board; that there be also issued, by the utilization of the same set-up of type, field leaflets taken from the report of the Superintendent of Schools as indicated by the Committee on Literature and Publication; that the report of Young People's Work be printed as a separate leaflet from the set-up for Annual Report. Motion seconded by Mrs. Gildersleeve. Carried.

MONTHLY TOPICS
Moved that this matter be referred to the General Secretary with the understanding that the main list be ready for use April 1, 1916, and that the details be added as soon thereafter as possible. Motion seconded and carried.

PRAYER CALENDAR
Motion: Secretary for Educational Work, Mrs. Gildersleeve, moved that Mrs. Hayden in association with Miss Florence E. Quinlan, be responsible in consultation with the General Secretary for the preparation of the Prayer Calendar of the Woman's Board of Home Missions for 1917. to be ready for printer Sept.15,1916 The President of the Board, Mrs. Bennett, seconded the motion. Motion carried.

PRAISE MEETING PROGRAM
Mrs. Sackett moved that Mrs. Wm. E. Geil of Philadelphia, a member of the Woman's Board, be requested to prepare the Praise Meeting Program, so that it will be ready for distribution August 1, 1916. Motion seconded and carried.

SUMMER OFFERING
Moved that the Summer Offering leaflets be put in charge of the General Secretary with the understanding that they are ready for delivery by March 1, 1916. Motion seconded and carried.

(Note.- By vote of the Woman's Board the subject of medical missions is to be the regular summer offering topic.)

Will you kindly see that the chairman of the Publication Committee receives carbon copy of your recommendations to the various parties affected by these actions?

Sincerely,

(signed) Mrs. Clarke Tillinghast

Secretary pro tem

February 23, 1916.

Miss Abby M. J. Upham,
1523 East Third Street,
Duluth, Minn.

My dear Miss Upham:

I have just read your letter of the nineteenth from Tulsa with its various inquiries regarding the desired leaflet on the Utah work.

I think the expectation of the Committee was that you would write after your visit to Utah which, I understand, is in the late spring and early summer.

In the second place, I am not sure that we have a leaflet of the nature desired, inasmuch as our stock of leaflets on the Utah situation is very low. I think you are permitted to "blaze your own trail".

With reference to the number of words, you will be a good judge. Something not too long to be easily read by busy people, is, I fancy, the wish of the Committee. I will place your letter of inquiry before them so that if I am wrong in my understanding you will have a further reply.

I hope things are moving as you like and that you are entirely over the wretched cold which took you home in December; also that you are no longer burdened with anxiety concerning the loved ones who were ill.

I enjoyed sharing with Mrs. Gildersleeve the account of your month at home; the books you read and the study you did make me quite covetous! I am sure that they have contributed materially to the good work you are going to do all through the year.

With appreciation, I am,

Cordially,

L/D

# Woman's Board of Home Missions
OF THE
## Presbyterian Church in the United States of America
156 Fifth Avenue, New York, N. Y.

MRS. F. S. BENNETT, PRESIDENT
MISS EDITH GRIER LONG, GENERAL SECRETARY
MISS DORA M. FISH, TREASURER
MR. MARSHALL C. ALLABEN, SUPERINTENDENT OF SCHOOLS

MRS. M. J. GILDERSLEEVE, SECRETARY FOR EDUCATIONAL WORK
MISS M. JOSEPHINE PETRIE, SECRETARY FOR YOUNG PEOPLE'S WORK
MISS ISABEL LAUGHLIN, SECRETARY FOR STUDENT WORK
MISS THEODORA FINKS, EDITOR OF THE HOME MISSION MONTHLY

Office of the General Secretary


March 7, 1916.

MEMORANDUM for Committee on Literature and Publication -

Returns from correspondence

following the meeting Feb.7th.

| | |
|---|---|
| Praise Meeting Program. | Mrs. Geil acknowledged letter from general secretary and said she would correspond with Mrs. Tillinghast. |
| Maps. | Mrs. Larimer wrote with great appreciation of the opportunity to secure the maps from the Literature Department and sent lists of schools with addresses to which the maps should be forwarded. |
| Historical Sketch of Woman's Board of Home Missions. | Mrs. Pingry acknowledged the request that she revise to date, and later wrote declining. |
| Biographies. | Mrs. Gildersleeve has prepared the "Short Inspirational Biography on Mrs. A. N. McFarland". |
| | Data regarding Miss Hyson and Miss Allison is being received but not yet complete. |
| New Leaflets on Fields. | Mrs. Wiber will write as requested on work in New Mexico and Miss Upham on Utah. |
| | Dr. John N. Mills accepts the invitation to write on home mission fields and suggests the query, "How would 'A Tourists View of our Missions in Porto Rico'do", changing the title with the field, - Mountaineers, Mexicans etc.? |

The letters are attached for the convenience of the Committee if they desire. May they be returned to the general secretary's office for the files?

L/D

E.G.L.

# Woman's Board of Home Missions
OF THE
## Presbyterian Church in the United States of America
156 Fifth Avenue, New York, N. Y.

MRS. F. S. BENNETT, PRESIDENT
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MISS THEODORA FINKS, EDITOR OF THE HOME MISSION MONTHLY

Office of the General Secretary


March 7, 1916.

Mrs. Clarke Tillinghast, Chairman
Committee on Literature and Publication,
156 Fifth Ave., New York.

My dear Mrs. Tillinghast:

At your request I asked Mrs. Gildersleeve to prepare for your Committee a list of the literature which she had prepared during the fiscal year beginning April first, 1915, in order that your Committee might have it for its files. I presume you have received the list from her. You asked me for a similar statement.

I have prepared no leaflet during the past year for the following reasons:-

General administrative matters included details most of which were held for consideration at the Chicago Conference, whose recommendations have only just now been acted upon by all of the Boards. The administrative leaflets, therefore, could not well be prepared.

Leaflets along specified lines naturally fell into the channels of the duties assigned to the Secretary for Young People's Work and the Secretary for Educational Work.

For field leaflets no material was available, and that phase of the subject some of the officers feel is somewhat covered by "The Scholarship News" prepared by the Treasurer, and "Wireless Messages" prepared by the Secretary for Young People'd Work.

With reference to the "Special" for the year, the first statement specially issued was prepared by the Treasurer, apportioning the total of the $25,000.- among the synodical societies. The President of the Board indicated that she felt that that was the only special literature that need be issued. By the latter part of the summer inquiries began to come in for inspirational material. I consented to the use of my "Every Day Counts" which was to appear in the October Home Mission Monthly. I urged the republishing of material in Mr. Allaben's Report on Porto Rico for the same purpose, and was responsible for the selection and arrangement of it under the title, "A Question of Life and Death".

# Woman's Board of Home Missions
OF THE
## Presbyterian Church in the United States of America
156 Fifth Avenue, New York, N. Y.

MRS. F. S. BENNETT, PRESIDENT
MISS EDITH GRIER LONG, GENERAL SECRETARY
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MRS. M. J. GILDERSLEEVE, SECRETARY FOR EDUCATIONAL WORK
MISS M. JOSEPHINE PETRIE, SECRETARY FOR YOUNG PEOPLE'S WORK
MISS ISABEL LAUGHLIN, SECRETARY FOR STUDENT WORK
MISS THEODORA FINKS, EDITOR OF THE HOME MISSION MONTHLY

Office of the General Secretary




I was also responsible for the plan to publish from Mr. Allaben's Report the field series of leaflets, eleven in number, with titles as follows:

On our Indian Field
On our Mexican Field
On our Mormon Field
On our Mountaineer Field
The Farm School
Neighborhood Ministering in Porto Rico
Neighborhood Ministering in the Southern Mountains
A visit to Cuba
Medical Ministry in Porto Rico
Mission Schools in Porto Rico
Problems in Porto Rico.

By a serious oversight in proof reading these leaflets of the field series failed to bear the statement which was one of the requests to the printer, "From last Report of the Superintendent of Schools". I submit herewith for your Committee's convenience if they so desire a file of the thirteen foregoing leaflets.

Respectfully,

L/D

Edith Grier Long

COPY

New York, March 7, 1916.

Miss Edith Grier Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

The Publication Committee held its meeting this morning and took the following actions which are passed on for your consideration and further attention.

Mrs. Sackett moved that the estimate from the Alliance Press for our summer offering leaflet "Our Medical Work" be accepted. Motion seconded by Miss Quinlan. Carried.

Miss Quinlan moved that we refer the reprinting of the leaflet "Utah Awakening" to the author, Mrs. Bennett. Motion seconded by Mrs. Sackett. Carried.

Mrs. Sackett moved that Mrs. Pingry be requested to write a leaflet on Dr. Susan LaFlesche Picotte. Motion seconded by Miss Quinlan. Carried.

Mrs. Sackett moved that the General Secretary be instructed of the advisability of disposing of the play "Off the Beaten Track in Porto Rico" before the completion of the new building, as there were 1000 ordered and 900 are still on hands. Motion seconded and carried.

Miss Quinlan moved that Mrs. Waid be requested to prepare a brief leaflet on the work in Cuba. Motion seconded by Mrs. Sackett. Carried.

Will you kindly see that the chairman of the Publication Committee receives a carbon copy of your recommendations to the various parties affected by these actions?

Sincerely,
(signed) Mrs. Clarke Tillinghast
Secretary pro tem

MINUTES OF THE PUBLICATION COMMITTEE

MARCH 7, 1916

Present: Mrs. Tillinghast, Mrs. Sackett, Miss Quinlan.

After prayer the minutes of the meeting of February 7, 1916 were read and approved.

Mrs. Sackett moved that the estimate from the Alliance Press for our summer offering leaflet "Our Medical Work" be accepted. Motion seconded by Miss Quinlan. Carried.

Miss Quinlan moved that we refer the reprinting of the leaflet "Utah Awakening" to the author, Mrs. Bennett. Motion seconded by Mrs. Sackett. Carried.

The thought of the Committee is that "Concerning the Home Division","Shut Ins and Shut Outs", and "Dort", be held with Miss Crowell's manuscript on the Extension Department until definite action is taken as the result of the conference in Chicago.

Mrs. Sackett moved that the estimate of Palmer and Oliver for 5000 copies of "How Vardy Yielded to the Gospel" for $52.75 be accepted. Motion seconded by Miss Quinlan. Carried.

Miss Quinlan moved that the estimate of Palmer and Oliver for 2000 copies of "Ann Eliza Pease" for $43.25 be accepted. Motion seconded by Mrs. Sackett. Carried.

Mrs. Sackett moved that "Tying the Strings" shall not be reprinted. Miss Quinlan seconded the motion. Carried.

(Copy)
Memo. for Literature Department:
The accompanying estimates have been received for the booklet "The Light Bearers" which is to be published by us and sold to the Foreign Boards, with the understanding that copies shall be

given away to new leaders but others sold at five cents each. We cannot use a number on this as it is a joint publication. The order has been given to the American Sabbath Tract Society - 4500 booklets for $130. The other estimates are attached. Of course this leaflet will be handled by the literature department only.

(signed) M. Josephine Petrie

Mrs. Sackett moved that Mrs. Pingry be requested to write a leaflet on Dr. Susan LaFlesche Picotte. Motion seconded by Miss Quinlan. Carried.

In conformity with the request under date of February 7, 1916 Miss Quinlan reported regarding literature on Cuba and Porto Rico. As a result the following motions succeeded.

Mrs. Sackett moved that the General Secretary be instructed of the advisability of disposing of the play "Off the Beaten Track in Porto Rico" before the completion of the new building, as there were 1000 ordered and 900 are still on hands. Motion seconded and carried.

The Publication Committee requests that its representative make every effort to dispose of "A Quiz on Our Schools in Cuba" and "Twenty Questions and Answers on Our School Work in Porto Tico" by bringing them to the attention of those requesting information on Cuba and Porto Rico in order to get rid of the surplus stock.

Miss Quinlan moved that Mrs. Waid be requested to prepare a brief leaflet on the work in Cuba. Motion seconded by Mrs. Sackett. Carried.

The following manuscripts were referred to -

#3903 - "A Life Worth While" - Referred to Mrs. Sackett
#3904 - "Products and By-Products of Mission Study" - Referred to Mrs. Sackett
#3905 - "Impersonation of Cindy's Chance - Continuation of Scene I" - Referred to Miss Quinlan
#8116 - "In Red Man's Land Indian Play" - Referred to Miss Quinlan

Meeting adjourned.

Secretary pro tem

# MINUTES OF THE PUBLICATION COMMITTEE

## MARCH 21, 1916

Present: Mrs. Tillinghast, Mrs. Sackett, Miss Quinlan, Mrs. Thompson, Mrs. Hayden.

The minutes of the meeting of March 7, 1916 were read and approved.

Mrs. Tillinghast reported that Mrs. Geil had already commenced her outline for the Praise Meeting Program.

Mrs. Tillinghast submitted Mr. Allaben's manuscript (#479) "One of Cuba's Greatest Needs" to the committee.

Mrs. Tillinghast reported that the General Secretary had telephoned her that Mrs. Pingry had reconsidered her decision regarding the revision of the Historical Sketch of the Woman's Board and that if the committee still wished it she would comply with their request

Miss Quinlan moved that Mrs. Thompson be asked to reply to Mrs. Thaxter telling her that as it is so early in the season we are in no condition to arrange for a play on the mission study books of next year and that we will let the matter of her play drop. Mrs. Hayden seconded the motion. Carried.

Mrs. Sackett reported that Mrs. Austin's sister, Miss Hall, has as yet been unable to write the leaflet requested, but that in due time she would take up the manuscript on Dr. Austin and would like to talk with some member of the Publication Committee regarding the same.

Meeting adjourned.

Secretary pro tem

# Woman's Board of Home Missions

OF THE

## Presbyterian Church in the United States of America

156 Fifth Avenue, New York, N. Y.

MRS. F. S. BENNETT, PRESIDENT
MISS EDITH GRIER LONG, GENERAL SECRETARY
MISS DORA M. FISH, TREASURER
MR. MARSHALL C. ALLABEN, SUPERINTENDENT OF SCHOOLS
MRS. M. J. GILDERSLEEVE, SECRETARY FOR EDUCATIONAL WORK
MISS M. JOSEPHINE PETRIE, SECRETARY FOR YOUNG PEOPLE'S WORK

MISS ISABEL LAUGHLIN, SECRETARY FOR STUDENT WORK
MISS OLGA E. HOFF, ASSISTANT SECRETARY FOR STUDENT WORK
MISS THEODORA FINKS, EDITOR OF THE HOME MISSION MONTHLY

MRS. W. T. LARIMER, SECRETARY OF THE WOMAN'S DEPARTMENT OF THE FREEDMEN'S BOARD


March 29, 1916.

Mrs. Clarke Tillinghast,
529 W. 111th St.,
New York City.

My dear Mrs. Tillinghast:

The Woman's Board of Home Missions, at its meeting yesterday, agreed that the written report to be submitted by the Chairman of each standing committee, should be limited to a maximum of five minutes, at the annual meeting, April 25, 1916.

This word is sent merely by way of reminder for your convenience.

Cordially,

Edith Grier Long

EGL/L

At the request of Mrs. Bennett a letter was written by the Chairman of the Publication Committee to Mrs. Hayden and Miss Quinlan stating that any expense for typewriting, postage, etc., in preparation of Prayer Calendar for 1917, would be borne by Woman's Board of Home Missions providing a careful account and statement was rendered to the Chairman of Committee for her O.K.

Friday, March 24, 1916, after meeting.

# MINUTES OF THE PUBLICATION COMMITTEE

## APRIL 4, 1916

Present: Mrs. Tillinghast, Mrs. Sackett, Mrs. Hayden.

After prayer the minutes of the meeting of March 21, 1916 were read and approved.

Motion - That the price of "Off the Beaten Track in Porto Rico" be advertised as follows on the Steel Pier at Atlantic City for sale at the First Presbyterian Church - "Ten cents per single copy; in quantities of three or more, five cents each." Motion seconded and carried.

The General Secretary is requested to secure a list of our schools as may desire maps as per action of committee February 7, 1916.

All matters on Extension Department are awaiting further information as result of the joint conference in Chicago.

Monthly topics - The General Secretary has this list in preparation as per minutes February 7, 1916, and the topics are to be ready for distribution at date mentioned.

Motion - That fifty dollars be appropriated for the display at Atlantic City, and an account of expenditure be rendered to the Committee on Literature and Publication. Motion seconded and carried.

Motion - That the success of the Star Plan justify that it be amplified and its use continued. Motion seconded and carried.

Motion - That the estimate of Palmer and Oliver of $47.25 for three thousand copies each of "Products and By-Products of Mission Study" and "A Life Worth While" be accepted. Motion seconded and carried.

Motion - That the estimate of Palmer and Oliver of $215.00 for eight thousand copies "Home Mission Publications and How to Use Them" be accepted. Motion seconded and carried.

Motion - That the General Secretary be instructed to write Miss Julia Fraser and express our appreciation of her very graceful courtesy in writing thus and if she has any suggestion regarding the little flyer to be ready for the Annual Public Meeting to send it immediately, and that the request will be made to the Board asking that any information will be sent Miss Fraser. Motion seconded and carried.

Motion - That in response to the request of Rev. Henry Roe Cloud, author of the sketch "From Wigwam to Pulpit" recently printed by us through the courtesy of "The Missionary Review of the World", four hundred copies be sent to him gratuitously with the compliments of the Woman's Board of Home Missions, and that the General Secretary be requested to write him a letter conveying this information. Motion seconded and carried.

(3905) Motion - That the addition to "Cindy's Chance" be returned to Miss Petrie thanking her for the opportunity of reading it and adding the feeling of the Committee on Literature and Publication that it does not seem advisable to consider the use of this addition. Motion seconded and carried.

(4790) Motion - That Mr. Allaben be thanked for his very great kindness in presenting the article "One of Cuba's Greatest Needs", but the committee feels it is a presentation which should go before a group of well informed specialists rather than the comparatively indifferent and perhaps imperfectly informed members of local societies. The committee wishes to put itself on record as to its deep appreciation of the courtesy extended by Mr. Allaben, our superintendent of schools, and to express its recognition of the ability the article shows and of the scope of his observation. Motion seconded and carried.

Motion - That one thousand copies each of the two following be reprinted: "On the Yon Side of Little Pine" and "The Pioneers". Motion seconded and carried.

Motion - That two thousand copies be reprinted of "Finding the Truth in Porto Rico" in a more attractive form, the style to be submitted before the

the order is issued. Motion seconded and carried.

Motion - That the pamphlet "A Basket Secretary" by Mrs. C.P. Treat be not considered for reprinting at this time. Motion seconded and carried.

Motion - That the General Secretary be empowered to communicate with Dr. John N. Mills accepting his suggestion as to the title proposed for the leaflets he has consented to write, "A Tourist's View of Our Missions in Porto Rico", changing the title with the field. Motion seconded and carried.

(#8116) Motion - That the sum of ten dollars be sent to Mrs. James W. Bean, Hastings, Nebraska, in consideration of her very careful and painstaking revision of her play "In Red Man's Land", and that the General Secretary be requested to communicate with Mrs. Bean adding that the Committee on Literature and Publication would keep for future use the manuscript which under the rather unusual circumstances it being paid for in advance. Motion seconded and carried.

The following manuscripts referred to Mrs. Sackett who will forward them to other members of the committee.

#5748 - "Yebitsai Dance of the Navajos"
#5508 - "The Bible in the Life of the Indians"
#5509 - "Inspirational Report -Wardy"
#5510 - "Inspirational Report - Laura Sunderland Mem'l School"

Meeting adjourned.

Secretary pro tem

COPY

New York, April 5, 1916.

Miss Edith Grier Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

The Publication Committee held its meeting yesterday and took the following actions which are passed on for your consideration and further attention.

Motion - That the General Secretary be instructed to write Miss Julia Fraser and express our appreciation of her very graceful courtesy in writing thus, and if she has any suggestion regarding the little flyer to be ready for the Annual Public Meeting to send it immediately, and that the request will be made to the Board asking that any information will be sent Miss Fraser. Motion seconded and carried.

Motion - That in response to the request of Rev. Henry Roe Cloud, author of the sketch "From Wigwam to Pulpit" recently printed by us through the courtesy of "The Missionary Review of the World", four hundred copies be sent to him gratuitously with the compliments of the Woman's Board of Home Missions, and that the General Secretary be requested to write him a letter conveying this information. Motion seconded and carried.

Motion - That the addition to "Cindy's Chance" be returned to Miss Petrie thanking her for the opportunity of reading it and adding the feeling of the Committee on Literature and Publication that it does not seem advisable to consider the use of this addition. Motion seconded and carried.

Motion - That Mr. Allaben be thanked for his very great kindness in presenting the article "One of Cuba's Greatest Needs", but the committee feels it is a presentation which should go before a group of well informed specialists rather than the comparatively indifferent and perhaps imperfectly informed members of local societies. The committee wishes to put itself on record as to its deep appreciation of the courtesy extended by Mr. Allaben, our superintendent of schools, and to express its recognition of the ability the article shows and of the scope of his observation. Motion seconded and carried.

Motion - That the General Secretary be empowered to communicate with Dr. John H. Mills accepting his suggestion as to the title proposed for the leaflets he has consented to write, "A Tourist's View of Our Missions in Porto Rico", changing the title with the field. Motion seconded and carried.

Motion - That the sum of ten dollars be sent to Mrs. James W. Bean, Hastings, Nebraska, in consideration of her very careful and painstaking revision of her play "In Red Men's Land", and that the General Secretary be requested to communicate with Mrs. Bean adding that the Committee on Literature and Publication would keep for future use the manuscript which under the rather unusual circumstances it being paid for in advance. Motion seconded and carried.

Will you kindly see that the chairman of the Publication Committee receives a carbon copy of your recommendations to the various parties affected by these actions?

Sincerely

(signed) Mrs. Clarke Tillinghast

Secretary pro tem

# MINUTES OF THE PUBLICATION COMMITTEE

## May 2, 1916

Present: Mrs. Tillinghast, Mrs. Sackett.

After prayer the minutes of the preceding meeting were read and approved.

The Committee recommends that the General Secretary be requested to prepare a leaflet on the Extension Department as soon as possible as the Foreign Boards have already issued one; taking into consideration the matter on hand awaiting decision.

The Committee recommends that Miss Long be requested to bring to the Board the matter of borrowing flags from members of the Board to be included in the display at Atlantic City.

The Publication Committee feels in response to Miss Petrie's letter of April 19th enclosing the recommendation from the Westminster Guild Committee that: "Committee recommends to the Publication Committee the request of Mrs. Allen for small sized catalogues of Woman's Board publications to slip into correspondence envelopes", it to be wiser to continue the publication of the catalogues in the same size as of former years. The General Secretary is requested to communicate this decision to Miss Petrie.

The Committee feels that the re-printing of "Cuban Village Children" should be post-poned for the time being.

The Committee recommends that the following responsive Bible readings be re-printed: "The Home Land", "Concert Excercise(Praise #2)", "Responsive Service", the edition being the same size as the preceding one. The Committee recommends that the responsive reading "The Power of the Holy Spirit" be not re-printed at the present time.

The Committee recommends that Miss Rue prepare a poster for use

at Atlantic City regarding the material for the Extension Department, stating that it will be ready in the fall.

The Committee recommends that the following pamphlets, "The Sheldon Jackson School" #3 of "Betty's Trip to Porto Rico", be referred to Mr. Allaben for revision with the request that they be brought up-to-date and be completed in time to be ready for distribution September first.

The Committee requests that the General Secretary reply to Miss Stephenson's letter of April 18th addressed to Mrs. Charles L. Thompson, to the effect that Dr. Winston's account of the life of Mrs. Pease will be on exhibition at Atlantic City, and the leaflet "Mahalar's Smartin'-Up" was discontinued about six years ago. Further information regarding "Kate and Mephibosheth" will reach Miss Stephenson in due time.

The Committee wishes to express to Miss Rue its appreciation of the work she has done in displaying the literature at the various public meetings and put itself on record as satisfied with her plans and taste for the coming meeting at Atlantic City.

The Committee recommends on receipt of a communication from Miss Fraser that it is impossible for her to prepare the leaflet on Miss McBeth's life, that Miss Rue be asked to prepare a flyer to be on display and for distribution at Atlantic City regarding the forth-coming sketch of Miss McBeth's life to be written by Miss Julia Fraser.

The Committee notes that the letter from the General Secretary dated April 26th regarding the revision of "In Red Man's Land" be held in abeyance pending the reception of the report as under the budget to be received from the Treasurer's office.

The Committee recommends that the General Secretary be instructed to notify Miss Petrie that her request for permission to put through and plan for a birthday card for the Little Light Bearers is hereby granted. Also her request for permission to duplicate the Annual Standard of Excellence

for Young People's Organizations as submitted with the addition of our imprint and the fact that it was accepted at the joint conference of the Boards, is hereby granted.

The Committee recommends that the little play "The Spirit of To-Morrow" submitted by Miss M. Josephine Petrie under date of April 24th be held in abeyance pending the appointment of the new Committee of Literature and Publication for 1916-1917.

The Committee recommends that the matter of a stereopticon machine be held in abeyance pending the appointment of the new Committee of Literature and Publication for 1916-1917.

The Committee recommends that the matter of badges be held in abeyance pending the appointment of the new Committee of Literature and Publication for 1916-1917.

The Committee recommends that the letter from Mr. Allaben to the chairman of the Committee dated April 24th together with the leaflet "The Philosophical Basis of Mormonism" be referred to the new Committee.

The Committee recommends that the pageant "The Mountain Maid" submitted by Mr. Allaben be referred to the new Committee.

A number of matters were held in abeyance pending the appointment of the new Committee of Literature and Publication for 1916-1917.

Meeting adjourned.

Secretary pro tem.

(COPY)

New York, May 5, 1916

Miss Edith Grier Long
156 Fifth Avenue
New York, N.Y.

Dear Miss Long:-

The Publication Committee held its meeting yesterday and took the following actions which are passed on for your consideration and further attention.

The Committee recommends that the General Secretary be requested to prepare a leaflet on the Extension Department as soon as possible,as the Foreign Boards have already issued one, taking into consideration the matter on hand awaiting decision.

The Committee recommends that Miss Long be requested to bring to the Board the matter of borrowing flags from members of the Board to be included in the display at Atlantic City.

The Publication Committee feels, in response to Miss Petrie's letter of April 19th enclosing the recommendation from the Westminster Guild Committee that: "Committee recommends to the Publication Committee the request of Mrs. Allen for small sized catalogues of Women's Board publications to slip into correspondence envelopes", it to be wiser to continue the publication of the catalogues in the same size as of former years. The General Secretary is requested to communicate this decision to Miss Petrie.

The Committee requests that the General Secretary reply to Miss Stephenson's letter of April 19th addressed to Mrs. Charles L. Thompson, to the effect that Dr. Wheeler's account of the life of Mrs. Pease will be on exhibition at Atlantic City, and the leaflet "Mahaley's Fourth-Ly" was discontinued about six years ago. Further information regarding "Tabo and Mphilisheth" will reach Miss Stephenson in due time.

The Committee notes that the letter from the General Secretary dated April 26th regarding the revision of "In Her Name's Land" be held in abeyance pending the reception of the report as under the budget to be received from the Treasurer's office.

The Committee recommends that the General Secretary be instructed to notify Miss Fabris that her request for permission to put through and plan for a birthday card for the Little Light Bearers is hereby granted. Also her request for permission to duplicate the Annual Standard of Excellence for Young People's Organizations as submitted with the addition of our imprint and the fact that it was accepted at the joint conference of the Boards, is hereby granted.

The Committee recommends that the little play "The Spirit of Ta-Shervee" submitted by Miss M. Josephine Fabris under date of April 24th be held in abeyance pending the appointment of the new Committee of Literature and Publication for 1916-1917.

The Committee recommends that the matter of a stereopticon machine be held in abeyance pending the appointment of the new Committee of Literature and Publication for 1916-1917.

The Committee recommends that the matter of badges be held in abeyance pending the appointment of the new Committee of Literature and Publication for 1916-1917.

The Committee recommends that the letter from Mr. Allaben to the chairman of the Committee dated April 24th together with the leaflet "The Philosophical Basis of Mormonism" be referred to the new Committee.

The Committee recommends that the pageant "The Mountain Maid" submitted by Mr. Allaben be referred to the new Committee.

Will you kindly see that the chairman of the Publication Committee receives a carbon copy of your recommendations to the various parties affected by these actions?

Sincerely,

(signed) Mrs. Clarice Willoughby

Secretary pro tem

# LITERATURE AND PUBLICATION MINUTES

Wednesday, June 21, 1916

Presiding - Mrs. F.S. Bennett

Members Present - Mrs. Bennett, Mrs. Pingry, Mrs. Pressy, Miss Quinlan, Miss Long, Miss Petrie, Mrs. Gildersleeve, Miss Ballard.

Mrs. Gildersleeve offered prayer. The minutes of the previous meeting were waived and the work was immediately taken up.

Recommendations from Miss Petrie

Miss Petrie recommended that the following leaflets which have been altered as to style and revised to date be reprinted:

1 - "Home Mission Ladder"(fifth printing; in printer's hands)
2 - "MakingProgress"-Promotion exercise for Light Bearers and Little Light Bearers (Ready for printer)
3 - "A Wheel" - Rules for Young People's Secretaries
4 - Westminster Guild announcement folder - Study courses for the year and objects for gifts
5 - "A Book of Samples" - Gives methods, etc. as printed in "Home Mission Monthly" during the year. (Third printing)

New leaflets and pamphlets:

1 - "Three Home Mission Stations" - A second Westminster Guild pamphlet, sold at 5 cents (Ready)
2 - Large chart with Standard of Excellence (To be sold to the Foreign Boards and locally)
3 - The August "Home Mission Monthly" article put into leaflet form in readiness for the August topic.
4 - A leaflet on methods for young people - the outlines used at summer conferences.
5 - A folder or leaflet with program for rallies.
6 - "Wireless Messages" (For September)
7 - "Junior Letters"
8 - "Intermediate Letters"
9 - "Band Letters"

The five reprints were voted and also the new leaflets and pamphlets with the exception of Nos. 4 and 5, which were left tentative - the printing of these to be left to the discretion of Miss Petrie.

It was also voted at Miss Petrie's request that Mrs. Coy appoint some one to take charge of the Christian Endeavor program for 1917. It was then decided that Miss Petrie select the topics and turn them over to Miss Ballard who would prepare the programs.

**Recommendations from Mrs. Gildersleeve**

The following recommendations from Mrs. Gildersleeve were approved and passed:

1 - That Mrs. Williams be asked to revise "Off the Beaten Track in Porto Rico" and that the revision be ready for circulation as soon as the present supply is exhausted.

2 - That 2500 copies of a four-page leaflet containing a reprint of the Easter service on Mount Ribidoux, which appeared in "The Christian Endeavor World", be printed for circulation.

3 - That 2500 copies of the review of "Old Spain in New America" be reprinted from the "Home Mission Monthly".

4 - That Mrs. Gildersleeve prepare suggestive charts on the text book for the year and issue whatever number she finds advisable for her work.

5 - That Mrs. Gildersleeve prepare questions on the text book for the year and issue whatever number seems advisable.

6 - That the booklet "May I Say a Few Words to You?" be revised and brought up-to-date.

7 - That Mrs. Gildersleeve prepare a leaflet on "Why and How to Enroll".

**Other Literature**

It was suggested and voted that Miss Ballard undertake the preparation of a new leaflet on the Farm School in conference with Mr. Allaben, Mrs. Waid, and the Rev. J.F. Fitschen.

The entire plan of this booklet, including its style, shape, stock, type, and estimate of cost, was to be left to Miss Ballard to work out and submit to the committee.

A request from the Literature and Publicity Committee for a reprint of "Betty's Trip to Porto Rico" was brought up and Mr. Allaben'w reply to this request, which had been sent to him, was read. In this reply Mr. Allaben stated that he would be glad to undertake the revision in cooperation with the Publicity Secretary. It was voted that Mr. Allaben be asked to revise this booklet in consultation with the Publicity Secretary and that the material be ready for distribution on August 15th.

After discussion on the need of literature to promote the work in Cuba and its support, the whole matter was referred to Miss Ballard to draw up a plan for a campaign for funds, and that a preliminary leaflet be ready August 15th. Mrs. Bennett suggested two angles of approach, "What we are doing" and "Cuba's appeal". Miss Ballard was referred to Miss Long for material which she has received from Mr. McAfee's office on this subject. It was suggested that whatever plan is made must not be too definite, because of the unsettled policy regarding the religious work there, and Miss Ballard was referred to Mr. Allaben for conference on this subject. It was recommended that the Woman's Board purchase a complete set of reports on the Panama Congress as helps in setting up this campaign and for our regular reference files.

A former recommendation from the Committee on Literature and Publication for revision of the pamphlet on the Sheldon Jackson School was brought up and the recommendation from Mr. Allaben that a new leaflet be prepared by Mr. Johns was accepted and voted, with the proviso that if necessary the Literature and Publication Committee, or some member delegated by it, put in the "high lights".

Mr. Allaben's request for post cards of the sleeping porch dormitory at Asheville Farm School was referred to Miss Rue with power to order them if she feels they can be used in her department.

It was voted that Miss Long be asked to prepare a four-page leaflet on "What is the Extension Department?", to be used for its promotion. This whole question was referred to Miss Long. It was suggested that she look into what the Foreign Boards have done in this direction and prepare something different. Also that she get from files Miss Crowell's article, previously purchased in this connection, and re-read it and pass it on to other members of the committee with a view to determining if it can now be used.

After discussion on economy and good usage in printing and the publishing of many leaflets which sell for an extremely low price, Miss Ballard brought up the question as to whether something in the order of a News Bulletin might be issued for free distribution in furnishing general information and material for up-to-date talks at our missionary meetings. This precipitated a discussion which included the advisability of continuing "Homeland Gleanings" and resulted in a recommendation that that publication be discontinued. It was suggested that the Publicity Committee prepare a recommendation looking toward the use of a substitute to be distributed free. Mrs. Pingry moved that it be left to the members of the Committee who are officers of the organization, to bring to the Committee some plan of getting the newest and latest material from the field to our constituency for use in talks and for general information, and that this be done in consultation with Miss Rue. The motion was passed.

Mrs. Pingry also brought up the suggestion that Miss Finks be authorized to proceed during the summer for the promotion of the "Home Mission Monthly" according to her accustomed plans.

**Other Matters**

A recommendation was passed that Miss Rue be asked to send around to the officers a monthly report (red folder) of any stock that is getting low, and that five hundred copies, approximately, be considered the low point.

The question of the need of an Acting Chairman for the summer was brought up, and Mrs. Pingry was asked to serve in that capacity.

# MINUTES OF SUB-COMMITTEE ON LITERATURE AND PUBLICATION

Friday, June 23rd, 1916

Following the recommendation passed at the meeting of the Literature and Publication Committee held on Wednesday, June 21st, the officers of the committee met on Friday, June 23rd, to draw up a plan for a substitute for "Homeland Gleanings".

Members present:

Miss Long
Mrs. Gildersleeve
Miss Petrie
Miss Rue
Miss Ballard

Prayer was offered by Miss Rue, after which followed a discussion of the subject.

A plan submitted by Miss Long was accepted and it was voted that Miss Ballard undertake the working out of this plan in conference with Miss Finks and Miss Rue and that a first trial copy be ready to send out on August 15th. The plan furnished by Miss Long is attached.

Mrs. Gildersleeve brought up a recommendation as a supplement to the meeting held on Wednesday that sufficient copies of the condensed report of the Panama Congress which is being compiled by the Home Board under the direction of Mr. McAfee, for free distribution as missionary study helps, be secured for our use. The question was referred to Miss Rue to take up and report to the officers on Monday, June 26th, as to number, price, or other details.

MEMORANDUM OF PLAN CONSIDERED IN CONFERENCE JUNE 23RD
FOR
PUBLICATION TO SUCCEED "HOMELAND GLEANINGS"

A MONTHLY
The latest news.

CONTENTS
The topic of the month.
Special word from any field.

DISTRIBUTION
Free for postage - not approved.
Free for all who ask for and promise to use it - approved.

LAUNCHING
A notice - "flyer" - in Miss Rue's August packet of literature samples.
Full information and a sample to be sent to each person now receiving "Homeland Gleanings", prepared by Miss Ballard, in conference with (Miss Finks and Miss Rue)
To ensure new material
To ensure supplementary material
To avoid duplicating material.

SENT OUT - WHEN?
By the fifteenth of the month before the special subject is to be considered.

FORM AND SIZE
Preferably galley form - length according to material.

METHOD OF SECURING NEWS
Referred to Miss Ballard in conference with Mr. Allaben.

Approved for consideration by the Committee on

Literature and Publication as ordered by said Committee

June 21, 1916.

MINUTES OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

OCTOBER 3, 1916

Present: Mrs. Pingry, Mrs. McMillan, Mrs. Hayden; and Miss Finks for a portion of the time.

Prayer was offered by Mrs. McMillan.

Motion - That the magazine be empowered to make contract with the same paper mill through the firm of DeLaMare to supply paper at market price, that price to be stated at the beginning of each month. Carried.

Motion - That reprints, submitted October 3, 1916, be left in the hands of Miss Rue with power. Carried.

MSS #5508 Motion - That Miss Rue be empowered to purchase 500 copies of "The Bible in the Life of the Indians of the United States" published by the American Bible Society. Carried.

Motion - That Mrs. Gildersleeve's request that a copy of the annual report be sent to each study class leader be denied on the ground that it would require a reprint of the annual report in order to meet our regular demands. Carried.

Motion - That no books or plays be sent on approval to local societies. Carried.

Motion - That the question Miss Rue asks as to whether committee approve giving time in literature department for sending literature to local societies for presbyterial secretaries be held over until next meeting of committee for further consideration. Carried.

Motion - That the subscription leaflets be issued only from literature department. Carried.

MSS #5509
MSS #5510 Motion - That articles on Vardy and Sunderland, submitted by Mr. Allaben, be turned over to the editor of the "Home Mission Monthly" to be used if desired. Carried.

MSS #8780 Motion - That the publication of "The Spirit of To-morrow", submitted by Miss Petrie, not approved. Carried.

MSS #8783 Motion - That the publication of "The Mountain Maid", submitted by Mr. Allaben, not approved. Carried.

MSS #8876 Motion - That Miss Long write Mrs. W.P. White, 4931 Meridian Avenue, Los Angeles, California, that manuscript #8876 is not practical as a leaflet, but that it will be turned over to Miss Finks, the editor of the "Home Mission Monthly",to use if she desires. Carried.

The following manuscripts were referred to -

#11257 - "The Magic of Utah" - Referred to Mrs. Hayden

#11555 - "The Monday Morning Clinic" - Referred to Mrs.McMillan

# 8782 - "Philosophy of Mormonism" - Referred to Mrs. McMillan

$ 5148 - "The Yebitsai Dance of the Navajos" -
Referred to Mrs. McMillan

Secretary pro tem

New York, October 3, 1916.

Miss Edith Grier Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

The Committee on Literature and Publications held its meeting this morning and took the following actions which are passed on for your consideration and further attention.

Motion - That the magazine be empowered to make contract with the same paper mill through the firm of DeLeeuw to supply paper at market price, that price to be stated at the beginning of each month. Carried.

Motion - That Mrs. Gildersleeve's request that a copy of the annual report be sent to each study class leader be denied on the ground that it would require a reprint of the annual report in order to meet our regular demands. Carried.

MSS #8509
MSS #8510
Motion - That articles on Vardy and Sunderland, submitted by Mr. Allaben, be turned over to the editor of the "Home Mission Monthly" to be used if desired. Carried.

MSS #8780
Motion - That the publication of "The Spirit of To-morrow", submitted by Miss Petrie, not approved. Carried.

MSS #8783
Motion - That the publication of "The Mountain Maid", submitted by Mr. Allaben, not approved. Carried.

MSS #8876
Motion - That Miss Long write Mrs. W.P. White, 4931 Meridian Avenue, Los Angeles, California, that manuscript #8876 is not practical as a leaflet, but that it will be turned over to Miss Finks, the editor of the "Home Mission Monthly", to use if she desires. Carried.

Will you kindly see that the chairman of the Committee on Literature and Publications received a carbon copy of your recommendations to the various parties affected by these actions?

Sincerely,

(signed) Mrs. J.F. Pingry

Secretary pro tem

MINUTES OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

OCTOBER 31, 1916

Present: Mrs. Pingry, Mrs. Hayden, Mrs. Pressey, Mrs. McMillan, Miss Ballard, and Miss Shiebley and Miss Finks for a portion of the time.

After prayer the minutes of preceding meeting were read and approved.

Miss Finks reported as a matter of information the present plan of mailing the magazine, also a new plan which may be adopted if it be found on further consideration that it would be an improvement upon the one now used.

Motion - That Mr. Allaben's recommendation regarding "Betty's Trip to Porto Rico" be accepted and that it be not revised. Carried.

Motion - That letter be written Mrs. Wiber asking about article on New Mexico that she was asked to prepare and that she give some idea as to when it will be ready. Carried.

Motion - That Miss Fraser be asked to prepare her leaflet on Miss McBeth's life so as to have it ready for distribution in February 1917. Carried.

Motion - That the new publication which takes the place of "Homeland Gleanings" be called "Home Field Extra" and that single copies be furnished free, extra copies to be paid for at price to be decided upon. Carried.

MSS #11257 Motion - That Miss Upham's manuscript "The Magic of Utah" be accepted and given Miss Ballard for publication. Carried.

Motion - That the imprint -

Woman's Board of Home Missions
of the Presbyterian Church in the U.S.A.
156 Fifth Avenue, New York

appear on all publications. Carried.

Motion - That Literature Department shall continue sending literature to lists of names and addresses sent by presbyterial secretaries for literature, but the Committee recommends that presbyterial secretaries

be advised as follows:

> "We have complied with your request but would suggest that it would stimulate greater interest in your local secretaries if you wrote them advising each one to send herself for this literature."

Carried.

Motion - That whenever an officer is referred to in literature sent out by the Board the official name shall be identical with that recorded in the by-laws. Carried.

Motion - That permission be given Miss Ballard to secure an illustrated border for the Farm School leaflet, the cost not to exceed four dollars. Carried.

Motion - That Miss Petrie be authorized to have printed a registration card for Westminster Guilds. Carried.

Meeting adjourned.

Secretary pro tem

COPY

New York, October 31, 1916.

Miss Edith G. Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

The Committee on Literature and Publications held its meeting this morning and took the following actions which are passed on for your consideration and further attention.

Motion - That letter be written Mrs. Wiber asking about article on New Mexico that she was asked to prepare and that she give some idea as to when it will be ready, Carried.

Motion - That Miss Fraser be asked to prepare her leaflet on Miss McBeth's life so as to have it ready for distribution in February 1917. Carried.

Motion - That the new publication which takes the place of "Homeland Gleanings" be called "Home Field Extra" and that single copies be furnished free, extra copies to be paid for at price to be decided upon. Carried.

MSS #11257
Motion - That Miss Upham's manuscript "The Magic of Utah" be accepted and given Miss Ballard for publication. Carried.

Motion - That the imprint -
Woman's Board of Home Missions
of the Presbyterian Church in the U.S.A.
156 Fifth Avenue, New York
appear on all publications. Carried.

Motion - That whenever an officer is referred to in literature sent out by Board the name of that officer be the same as that used in the by-laws. Carried.

Motion - That permission be given Miss Ballard to secure an illustrated border for the Farm School leaflet, the cost not to exceed four dollars. Carried.

Motion - That Miss Petrie be authorized to have printed a registration card for Westminster Guilds. Carried.

Will you kindly see that the chairman of the Committee on Literature and Publications receives a carbon copy of your recommendations to the various parties affected by these actions?

Sincerely,

(Signed) Mrs. J.F. Pingry

Secretary pro tem

November 2, 1916.

**Memorandum for Miss Shiebley**

In a communication received from Mrs. Pingry this morning she requests that the eighth motion in the Minutes of the Committee on Literature and Publication of October 31, 1916 read as follows:

> Motion - That whenever an officer is referred to in literature sent out by the Board the official name shall be identical with that recorded in the by-laws. Carried.

Mrs. Pingry asks that Miss Shiebley make this correction also.

COPY

New York, December 6, 1916.

Miss Edith C. Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

The Committee on Literature and Publications held its meeting this morning and took the following actions which are passed on for your consideration and further attention.

Motion - That DeLaMare's contract for "Home Mission Monthly" be accepted. Carried.

MSS #8781
Motion - That Dr. Mills' manuscript "A Tourist's View of our Missions in Porto Rico" be turned over to Miss Ballard for revision. Carried.

MSS #14602
Motion - That Mrs. Wiber's manuscript "Snapshots of New Mexico Personally Taken" be accepted and turned over to Miss Ballard for publication. Carried.

Motion - That Miss Petrie be authorized to procure a registration blank for new young people's organizations. Carried.

Motion - That Mrs. Bennett's suggestion regarding the "Handbook for Presbyterial and Synodical Officers" be adopted, that Miss Long gather material from the six Foreign Boards, and that a manuscript be prepared to submit to the joint committee in January. Carried.

Motion - That Miss Long be empowered to communicate with the Presbyterian Board of Publication concerning "The Other House" and "Under the Prophet in Utah", both of which books are now out of print. Carried.

Motion - That Mrs. A.C. McMillan be asked to submit to the Committee on Literature and Publications a manuscript of her play on the subject of giving. Carried.

MSS#11555
Motion - That the manuscript "The Monday Morning Clinic" be accepted and placed in the hands of Miss Ballard for revision and publication as soon as possible. Carried.

MSS #8782
Motion - That Mr. Allaben be thanked for his kindness in submitting "The Philosophical Basis of 'Mormonism'", but the committee think it unwise to accept the same for the reason that the absurdities contained in it may be overlooked by the careless reader. Carried.

Motion - That Miss Long be empowered to prepare slip giving information as to where help may be obtained on the March topic "Newest Americans". Carried.

Will you kindly see that the chairman of the Committee on Literature and Publications receives a carbon copy of your recommendations to the various parties affected by these actions?

# MINUTES OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

## DECEMBER 8, 1916

Present: Mrs. Pingry, Mrs. Hayden, Miss Ballard, Miss Rue, also Mrs. Pressey, Mrs. Thompson, Miss Long, Miss Petrie and Miss Finks for a portion of the time.

After prayer the minutes of preceding meeting were read and approved.

Miss Finks reported that at present there will be no change in the mailing of the magazine.

Motion - That DeLaMare's contract for "Home Mission Monthly" be accepted. Carried.

## ESTIMATE FOR THE PRINTING OF "HOME MISSION MONTHLY" ON A TWELVE MONTHS' CONTRACT

The figures herewith are based on an output of 37,000 copies per month.

The number of pages within covers in the magazine to be 24 pages for 11 months, and 28 pages for 1 month.

The covers to be printed in one color for ten months in the year, and in two colors for the other two months.

Our figures include composition, overrunning, author's corrections on galley; make-up, and changes in make-up pages; one electro of each page, including the sweating into the plates of all original cuts; presswork and binding.

Our price ---------- $349.25 per month

For additional thousands,
after the first 37,000 copies,
either 24 or 28 pages ---- 7.00 per 1000

Wrapping, mailing, bulk postage, postage stamps, etc., are not included in above figures.

It is already understood between us that you are to be charged for paper stock at the ruling price of the month, which price the mills will not make known to us until it makes the delivery each month. This is the only form of agreement we could make with the representative of the mills, to be insured of our securing the paper.

Motion - That "Home Field Extra" be furnished according to Miss Rue's suggestion as follows:

Published 10 months of the year.
Subscription, 20c. per year when mailed to separate addresses.
In quantities to secretaries for literature, free except postage.

Carried.

Miss Ballard reported that she had communicated with Mr. Johns regarding the leaflet on the Sheldon Jackson School and that he replied that he would send it just as soon as possible.

MSS #8781 Motion - That Dr. Mills' manuscript "A Tourist's View of our Missions in Porto Rico" be turned over to Miss Ballard for revision. Carried.

MSS #14802 Motion - That Mrs. Wiber's manuscript "Snapshots of New Mexico Personally Taken" be accepted and turned over to Miss Ballard for publication. Carried.

Motion - That a post card with a map of the United States photographed upon it, the Woman's Board stations marked, be secured, and that the whole matter be left in the hands of Miss Rue. Carried.

Motion - That Miss Petrie be authorized to procure a registration blank for new young people's organizations. Carried.

Motion - That Miss Rue be authorized to proceed at once in planning the preparation of one-page leaflets on each of the boarding schools, according to her request, as follows:

> "Do you not think we might print at once for each of our boarding schools a one-page leaflet 3 1/2 X 6 1/2 inches giving in briefest form possible first, location and a few items of historical interest; second, present-day facts such as character of work, number of workers, pupils, families affiliated, whether there is church located near, courses of study, and annual cost of conducting plant; third, a terse statement about the outlook of some exceeding brief incident showing either need or results of the work?"

Carried.

Motion - That Miss Rue be authorized to purchase 100 copies of the pageant prepared by Mrs. Clokey. Carried.

Motion - That Mrs. Bennett's suggestion regarding the "Handbook for Presbyterial and Synodical Officers" be adopted, that Miss Long gather material from the six Foreign Boards, and that a manuscript be prepared to submit to the joint committee in January. Carried.

Motion - That Miss Long be empowered to communicate with the Presbyterian Board of Publication concerning "The Other House" and "Under the Prophet in Utah", both of which books are now out of print. Carried.

MSS

MSS #15578 Motion - That the Bible readings "Love" and "God Our Dwelling Place" be accepted and placed in Miss Rue's hands for publication. Carried.

Motion - That Mrs. A.C. McMillan be asked to submit to the Committee on Literature and Publications a manuscript of her play on the subject of giving. Carried.

MSS #11555 Motion - That the manuscript "The Monday Morning Clinic" be accepted and placed in the hands of Miss Ballard for revision and publication as soon as possible. Carried.

MSS #8782 Motion - That Mr. Allaben be thanked for his kindness in submitting "The Philosophical Basis of 'Mormonism'", but the committee think it unwise to accept the same for the reason that the absurdities contained in it may be overlooked by the careless reader. Carried.

Motion - That Miss Long be empowered to prepare slip giving information as to where help may be obtained on the March topic "Newest Americans". Carried.

Meeting adjourned.

Secretary pro tem